

**BUILDING 201
FEDERAL EMPLOYEE
WORKER SAFETY AND
HEALTH PLAN**



AMES SITE OFFICE
ARGONNE SITE OFFICE
CHICAGO OFFICE
OFFICE OF SCIENCE
DEPARTMENT OF ENERGY

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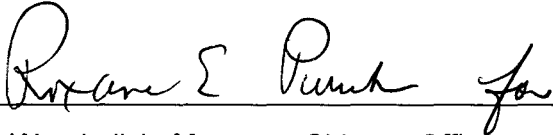
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MANAGEMENT PROGRAM APPROVAL

We the undersigned have endorsed the content of this Plan to serve as the mechanism by which we will implement the safety and health requirements established for Federal employees by 29 Code of Federal Regulations (CFR) Part 1960, *Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters* (Attachment 1), and DOE O 440.1A, *Worker Protection Management for DOE Federal and Contractor Employees* (Attachment 1).

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FOREWORD

It is the policy of the Ames Site Office (AMSO), Argonne Site Office (ASO), and Chicago Office (CH) that the well-being of every Federal worker is assured by achieving and maintaining a healthy and safe workplace. This Plan will serve as the mechanism for implementing a comprehensive safety and health program focused on the work performed by Department of Energy (DOE) Federal employees in Building 201 of the Argonne National Laboratory (ANL). As such, out of a matter of convenience, efficiency, commonality of work and location, and existing services provided through the Office of Science Integrated Support Center, AMSO, ASO, and CH have adopted this Plan.

Employees, supervisors, managers, and support service contractors are participants in achieving and maintaining workplace safety and health, and share rights, responsibilities, and accountability for workplace safety and health. Managers are to provide a place of employment free from recognized hazards that are causing, or are likely to cause, death or physical harm to their employees. Though the focus of this Plan is to establish the foundation for the safe performance of work conducted primarily in Building 201, AMSO, ASO, and CH employees are exposed to additional hazards not covered by this Plan when they visit other laboratories and facilities within the DOE complex. Under these circumstances, all employees are required to learn and adhere to the environment, safety and health (ES&H) requirements and practices of those particular laboratories and facilities.

This Plan describes the basic program components, the hazards known to exist in our workplace, the controls that have been established over time to mitigate those hazards, and roles and responsibilities for maintaining a workplace that is safe and healthful. It is not a comprehensive repetition of the regulations nor is it intended to supersede or revise them. The Plan is organized around the requirements of 29 CFR Part 1960, *Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters* (Attachment 1), and DOE O 440.1A, *Worker Protection Management for DOE Federal and Contractor Employees* (Attachment 1). All Federal Employee Occupational Safety and Health (FEOSH) program processes contained within this Plan are intended to be consistent with these requirements.

In addition, we have concluded that it would be cost-effective and efficient to allow DOE support service contractors with commonality of work and location (DOE-controlled workplaces within Building 201) the opportunity to utilize the content of this Plan to satisfy their obligation to implement a worker safety and health program meeting the requirements of the Worker Safety and Health Program Rule (10 CFR 851). Use of this Plan for this purpose requires prior approval by the Contracting Officer. As such, contractors utilizing this Plan have agreed to abide by its content to the extent as directed by the Contracting Officer.

Concerns and discrepancies pertaining to the content of this Plan are to be brought to the attention of the Building 201 Federal Employee Safety and Health Committee Chairperson for evaluation and resolution.

COMMON TERMS USED IN THIS PLAN

Abatement Plan. An agenda containing identified unsafe or unhealthful working conditions, a proposed timetable for their correction, and a summary of steps being taken in the interim to protect employees.

Accident. A sudden, unexpected, and unwanted event, occurring at a definite time and place. Accidents include occupational injuries and illnesses, fires, vehicle collisions, and all other forms of property damage.

Fitness for Duty Medical Evaluation. A determination that the physical and mental health of an individual is consistent with the performance of assigned duties in a safe and reliable manner.

Illness (Occupational). Any abnormal condition or disorder, other than one resulting from an occupational injury, caused by exposure to environmental factors associated with employment. It includes acute and chronic illnesses or diseases that may be caused by inhalation, absorption, ingestion, or direct contact.

Imminent Danger. Any condition or practice in any workplace that creates a danger that could reasonably be expected to cause death or serious physical harm immediately or before the onset of such danger is eliminated through normal procedural mechanisms.

Incident. See Accident.

Injury (Occupational). A wound or other injurious condition of the body which results from a work accident or from a single instantaneous exposure in the work environment.

Recordable. All occupational deaths; every nonfatal occupational illness; and those nonfatal occupational injuries, which involve one or more of the following: loss of consciousness, restriction of work or motion, transfer to another job, or medical treatment other than first aid.

Serious Condition. An unsafe or unhealthful working condition in which there is substantial probability that death or serious physical harm could result to the body.

Supervisor/Manager/Director. The individual to whom an employee directly reports, or whom is responsible by regulation for employee activities.

Unsafe or Unhealthful Work. Situations in the work environment that cause or could cause injury or illness to employees in the course of their employment.

Workplace. A physical location where work or operations are performed. (Meaning is more broad or general than "Work Site.")

Work Site. A physical location where particular employees work or operations are performed. (Narrower meaning than "Workplace" and usually used with regard to inspections of areas where particular employees work, often defined by a common supervisor.)

Work Station. A specific physical location where an employee performs work.

FEOSH PROGRAM ELEMENTS

Management Leadership

Line management is responsible for safety. No safety and health program can be successful without line management leadership and commitment. This is vital. Line management must take an active role, be accessible to employees, and set a positive example with respect to safety and health. Managers and supervisors can demonstrate their involvement to the success of FEOSH through public recognition of safe work, participation in safety and health inspections, in the resolution of safety concerns and inspection findings, and through periodic participation in the Building 201 Federal Employee Safety and Health Committee.

It is understood that though the authority for performance of safety and health functions can be delegated to others, such delegations do not relieve line management of being ultimately responsible for ensuring a safe and healthy workplace.

Employee Involvement

Employees are to follow the safety and health requirements established for their respective workplace. Employees need to become integrated into decisions pertaining to safety and health. Employees have the most to contribute to their own safety by their direct involvement in safety and health protection efforts. Through such involvement, employees can develop a sense of responsibility and pride in the success of the overall program, increasing safety and health awareness, which affects not only them, but also co-workers, support services contractors, and visitors.

Employee Safety and Health Rights

Each employee has the right to participate in FEOSH activities on official time. This includes receiving knowledge of hazards in their workplace, and access to safety and health information. In the event of a workplace safety and health related inspection, employees have the right to speak with inspectors, attorneys, or physicians without retaliation, fully participate in all safety and health investigations and inspections, observe monitoring or measuring of hazardous agents and have access to the exposure monitoring results, to receive notification when monitoring results indicate they were overexposed to hazardous materials, and to receive inspection and accident investigation results upon request.

Integrated Safety Management (ISM)

Supervisors need to ensure that the hierarchy of components of DOE P 450.4, *Safety Management System Policy* (Attachment 1), is incorporated into all work activities. Of particular importance is the continuous use of the five Core Functions: Define the Scope of Work, Analyze the Hazards, Develop and Implement Hazard Controls, Perform Work within Controls, and Provide Feedback and Continuous Improvement. Consult with an ES&H subject matter expert (SME) for support with reviewing work performed by employees to ensure that risks and hazards associated with that work are identified and proper controls established.

Stop Work Authority

Each employee of those organizations covered under this Plan has the authority to stop or refuse to perform unsafe or unhealthful work. This includes all Federal and contractor

work locations in Building 201. While performing official duties outside of Building 201, employees need to familiarize themselves with the stop work authority established by their host facility.

Any worker who reasonably believes that his/her or another's personal safety is jeopardized has a right to raise issues and/or refuse to perform unsafe or unhealthful work without fear of reprisal, harassment, or retaliation. Any employee who believes an act of reprisal has been committed for invoking stop work authority may file a complaint under the grievance procedures.

Reporting Safety and Health Concerns

All Federal workers have the right to, and are encouraged to, report unsafe and unhealthful working conditions directly to their line management for quick resolution without fear of reprisal, harassment, or retaliation. Line managers are to seek out assistance from ES&H professionals within their respective organization, or contact the Building 201 Federal Employee Safety and Health Committee. Hazards linked to needed maintenance repairs, such as carpet repair, leaking faucets/toilets, furniture needs, lights not working, etc., should be reported directly to the Administrative Services Request Line at 2-8115. Be sure to indicate any possible urgency in having maintenance repairs made as related to employee exposure with respect to death or serious injury.

No employee is to be subject to restraint, interference, coercion, discrimination, or reprisal for identifying unsafe or unhealthy working conditions or participating in safety and health activities. Therefore, should an employee feel uncomfortable reporting unsafe and unhealthful working conditions directly to their line management, or fears reprisal has or will be taken against him/her for doing so, that employee can seek assistance through the CH Employee Concerns Management System Hotline (1-800-701-9966). Anyone reporting an unsafe working condition can request anonymity. Anonymity will be maintained to the fullest extent allowed. A copy of the resulting outcome of investigation of acts of reprisal will be provided to the Building 201 Federal Employee Safety and Health Committee for review.

In the case of imminent danger situations employees are asked to exercise their stop work authority immediately! It must be understood that under such circumstances time is critical so employees need to report such events to their line management by the most expeditious means available. Employees can also seek assistance through use of the CH Employee Concerns Management System Hotline (1-800-701-9966).

Dissatisfaction with the resulting resolution of an employee concern can be directed to the DOE-wide Employee Concerns Program for further investigation. For additional information see CH O 442.1, *Employee Concerns Management System* (Attachment 1).

Building 201 Federal Employee Safety and Health Committee

Because of shared safety and health issues, and as a matter of efficiency and effectiveness, the Building 201 Federal Employee Safety and Health Committee members represent all Federal employees working in Building 201. This includes AMSO, ASO, and CH. Due to shared interest in the business and decisions of the Building 201 Federal Employee Safety and Health Committee, the New Brunswick Laboratory is represented as an ex-officio member. Functional details of the Building 201 Federal Employee Safety and Health Committee are found in its charter. The

Building 201 Federal Employee Safety and Health Committee Charter is included as Attachment 3.

The Building 201 Federal Employee Safety and Health Committee cannot succeed without the active participation of all organizational elements. Management and employees are encouraged to respond to calls for membership to the Building 201 Federal Employee Safety and Health Committee. Furthermore, managers and employees are also encouraged to engage the Building 201 Federal Employee Safety and Health Committee on safety and health issues or improvements.

Work Site Inspections and Hazard Abatement

Each Line manager is responsible for ensuring that at least annually their work site is inspected for hazards. The specific purpose of these inspections is to ensure compliance with 29 CFR Part 1910, *Occupational Safety and Health Standards* (Attachment 1), and 29 CFR Part 1926, *Safety and Health Regulations for Construction* (Attachment 1) as applicable. As residents of this site we are also obligated to satisfy requirements established within the ANL *Environment, Safety and Health Manual* (Attachment 1). Line managers are encouraged to utilize available ES&H expertise from within their organization, or similar support available from Safety, Technical and Infrastructure Services.

Results of work site inspections are to be recorded on the "NOTICE OF UNSAFE AND UNHEALTHFUL WORKING CONDITIONS" report (Attachment 4). A copy of the inspection report shall be conspicuously posted in the work site until all identified hazards have been abated. A copy of the inspection report will be provided to the Building 201 Federal Employee Safety and Health Committee Chairperson. Sufficient follow-up inspections should be conducted to ensure the identification and abatement of hazardous conditions. Each organization will maintain all of their inspection related documentation.

Hazards are systematically managed and documented through final abatement or control. Once hazards have been identified, prevention and control must be implemented to ensure that all known hazards are managed through final abatement. For hazards identified in the work site, abatement actions need to be prioritized according to worker risk, abatement must be promptly implemented, and interim protective measures be taken pending final abatement.

Hazard control methods should be selected based on the following hierarchy:

1. Elimination or Substitution of the Hazard
2. Engineering Controls
3. Work Practice and Administrative Controls that Limit Exposure
4. Personal Protective Equipment (PPE)

An abatement plan shall be prepared and promptly posted if the abatement of an unsafe or unhealthful working condition will not be possible within 30 calendar days. Such a plan shall contain an explanation of the circumstances of the delay in abatement, a proposed timetable for the abatement, and a summary of steps being taken in the interim to protect employees from being injured as a result of the unsafe or unhealthful working condition. A copy of the plan shall be sent to the Building 201 Federal Employee Safety and Health Committee Chairperson. Any changes in an abatement plan will require the preparation of a new plan. The correction of unsafe or unhealthful working conditions shall include a follow-up, to the extent necessary, to determine

whether the correction was made. If, upon the follow-up, it appears that the correction was not made or was not carried out in accordance with the abatement plan, the official in charge of the workplace and the Building 201 Federal Employee Safety and Health Committee Chairperson shall be notified of the failure to abate.

Occupational Medical Program

A memorandum of understanding (MOU) has been established between ANL and all DOE Federal elements located at ANL for the provision of day-to-day medical and other health-related services under the direction of a licensed physician from the ANL Medical Department. The scope and nature of the medical services rendered are predicated in part on the analysis of existing or potential health hazards to which employees may be exposed as well as specific job tasks. This is accomplished through close cooperation with professionals in industrial hygiene, health physics, ES&H, human resources, and management. CH Human Resources Services (HRS) will determine through job codes and in consultation with line managers those employees having positions with potential for hazardous exposures. Such employees will need to complete an ANL-521-OW Form, *Argonne Job Hazard Questionnaire* (Attachment 2) to determine the appropriate frequency of examinations and required medical surveillance. All employees in non-hazardous positions will be offered voluntary examinations. Line managers should consult with HRS regarding the specific provisions of the MOU.

Personal Protective Equipment

The use of PPE is typically not required to be worn by Federal employees during performance of their work duties within Building 201. However, whenever working in a contractor controlled area, Federal employees may be required to wear PPE as determined necessary by the hazard assessment completed by the host site. Situations requiring the need for PPE should be avoided, especially when engineering controls can be put in place. However, use of PPE cannot always be eliminated, e.g., hard hats and steeled-toe shoes in construction areas. In such cases PPE will be provided to employees without charge. Safety shoes and/or safety glasses can be obtained by completing an ANL-9 Form, *Request for Safety Equipment Issue/Repair* (Attachment 2). The ANL-9 Form must be signed by the employee's supervisor and submitted to Safety and Technical Services (STS).

It is imperative that employees abide by postings requiring the use of PPE. Though PPE might appear to be effective for controlling a hazard, the consistency of that effectiveness resides solely on the user to properly select, wear, clean, and maintain that PPE. Supervisors must be ever diligent to monitor work where PPE is utilized to ensure proper application of that PPE. Supervisors should consult with ES&H SMEs to ensure that proper PPE is chosen and employees are adequately trained in its use. The selection of PPE should also involve the employees who will wear it. Factors such as an employee's ease of use, comfort, and preference of style are important considerations in selecting PPE. Employee satisfaction with the selection will help to ensure that it is used according to the manufacturer's requirements.

Reporting and Recording Accidents

Injuries and Illnesses -

Employees shall report any work-related injuries or illnesses or cases of property damage to their immediate supervisor. This should occur as soon as possible following discovery of the event. If the injury/illness is serious in nature, report immediately to the

Argonne Medical Department on the first floor of Building 201, or dial 911 (or 252-1911 on a cell phone) for emergency medical assistance. Upon returning to work, be sure to notify your supervisor. Supervisors are responsible for initiating investigations to ensure identification of root cause(s) and contributing factors, and establishing measures to prevent recurrence. All occupational injuries or illnesses and property damage regardless of perceived severity should be investigated to determine those factors that allowed the event to occur. Supervisors should adopt a graded approach for conducting these investigations.

Those injuries and illnesses meeting the definition of “recordable” by 29 CFR Part 1904, Recording and Reporting Occupational Injuries and Illness (Attachment 1) must be documented in the DOE Computerized Accident/Incident Report System (CAIRS). AMSO, ASO, and CH are each responsible for satisfying the CAIRS reporting requirements, for their respective organization, as established by DOE O 231.1A, *Environment, Safety, and Health Reporting* (Attachment 1). This includes the timely documenting and electronic reporting of individual cases of injury, illness and property damage, the collecting and the scheduled electronic reporting of work hours, and prescribed maintenance and scheduled posting of an Occupational Safety and Health Administration 300 Form, *Log of Work-Related Injuries and Illnesses* (Attachment 2)

In turn, supervisors must also report all occupational injuries, illnesses, and fatalities to the CH Workers’ Compensation Coordinator. This is accomplished through completion of Office of Workers’ Compensation Program Forms CA-1, *Federal Employee’s Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation*, CA-2, *Notice of Occupational Disease and Claim for Compensation*, and, CA-6, *Official Supervisor Report of Employee’s Death* (Attachment 2). The CH Workers’ Compensation Coordinator resides in HRS.

Motor Vehicle Accidents -

Motor vehicle accidents that occur outside of a DOE facility are to be reported as soon as possible to the local law enforcement agency, particularly in the event of an injury or fatality. The driver will need to judge as to whether or not to pursue such a report, but for anything beyond minor dents and scratches it is strongly recommended. Should the accident occur within the boundaries of a host DOE site, immediately report the accident to the local protective force. Additionally, it is advisable for an employee to gather as much information as possible, e.g., the name and driver’s license number of the other driver, the names and phone numbers of any passengers and witnesses, the make, model, and license plate of the other vehicle, etc. If an accident occurs while driving a rental car, obtain a vehicle accident report which is normally a multi-page document created by rental car companies that describes what happened, if anyone was injured, etc. The employee should also keep a copy of the rental agreement. If damage was substantial, both documents are a necessity for proper resolution of damages.

Safety and Health Training

Annually Building 201 occupants are required to complete the ANL ES&H Training Group web-based course, *Building Orientation/General Employee Training* (Course Number ESH1000). Notification for completion of this course is sent to all employees via e-mail. In addition, the ANL ES&H Training Group offers a variety of ES&H related courses available to AMSO, ASO, and CH employees. All employees and visitors requiring access to a DOE laboratory or facility must receive designated training appropriate for their assigned duties.

Required FEOSH training requirements are listed in Attachment 5.

RECOGNIZED HAZARDS AND CONTROLS

Building 201 is assumed to be a relatively safe place because it is viewed simply as an office environment. However, ASO, AMSO, and CH employees are actually exposed to several hazards capable of causing death or serious injury if mitigating controls are not effectively implemented. Through analysis of the types of work performed by AMSO, ASO, and CH employees in Building 201, the following hazards and mitigating controls are listed below.

Electrical Energy

Electrical energy represents the most prevalent hazard within Building 201. Fortunately, the proper application of building construction and equipment design requirements have safely enclosed or encased energized circuits and components to prevent these types of hazardous exposures. Provided these safeguards are maintained in excellent operational condition, and we utilize electrical powered equipment within the parameters by which it was intended, the danger of shock, fire, and electrocution can be greatly minimized. Generally stated, if you take good care of electrically powered equipment and devices and do not overload it, you will likely never encounter an unsafe condition.

An additional consideration on the use of electrically powered equipment involves the limitations of the Building 201 electrical service. When Building 201 was designed and built, the existence of multiple pieces of electrically powered equipment in every cubicle and office was not a consideration. This is further evidenced by the limited number of duplex outlets available. As such, demands placed upon the existing electrical service are near maximum. Experience has shown that excessive loading on the electrical service will cause protective circuit breakers to trip leading to loss of productivity and electronic data. Each of us needs to be prudent in regards to the electrical demands we place on this system, and please limit the use of electrically powered equipment to that provided by the Government.

- Only equipment provided with an approval label from a national recognized testing laboratory (NRTL) is to be used. A common NRTL is Underwriters Laboratories – “UL”. No home-made electrical equipment is allowed.
- Damaged or malfunctioning electrical equipment needs to be repaired or properly disposed of immediately. Examples of damage could include, but is not limited to, missing grounding pins from plugs, cracked/frayed cord insulation, and exposed wiring and circuits. Equipment should be visually inspected at least annually to ensure that no damage has occurred.
- Do not attempt to repair or maintain electrical equipment while it is energized (plugged in). Repair and maintenance is only to be made by a qualified electrician or technician using approved parts and practices.
- When in use all electrical equipment needs to be plugged directly into duplex outlets. The permanent use of extension cords is prohibited. The temporary use of extension cords will be allowed only for audio-visual presentations, and under emergency conditions.

- Use of fused multi-outlet surge protecting power strips (marked by a NRTL as a relocatable power tap) is permitted when they are used as intended for the protection of electrically-sensitive equipment such as computers, printers, facsimile machines, etc. If not used as intended, a fused multi-outlet surge protecting power strip is just an extension cord. After plugging in all needed electrically-sensitive equipment, any remaining outlets can be used for other electrical powered equipment. However, do not "daisy-chain" fused multi-outlet surge protecting power strips. This is the practice of connecting these devices together in series.
- Centralize electrical appliances for the preparation and storage of food into commonly shared areas. This equipment needs to be plugged directly into the wall outlet. Individual use of food preparation devices such as coffeemakers, toasters, and refrigerators is prohibited. An overabundance of individual use of this equipment can easily overload the electrical service circuits. Locations for all appliances and printers must be pre-approved by the CH Office of Management Analytical and Administrative Services (MAAS).
- Position power cords where they will not be damaged from foot traffic, rolled over by wheeled equipment, rubbing up against sharp corners, pinched between furniture, compressed under mats and furniture, and stretched and physically strained.
- Cubicle walls are not to be moved or lifted under any circumstances except by ANL Facility Management and Services Division. These cubicle panels contain electrical wiring for duplex outlets, and though hinged which allows them to be slightly repositioned, electrical connections made between the cubicle panels for the distribution of electrical power may get twisted out-of-position, strained, or worn if moved improperly. This could result in overheating due to increased electrical resistance and could eventually lead to a fire.

Fire

The risk of fire in Building 201 is small due to several established controls. However, the occurrence of even a small fire could still cause significant injury and damage, and greatly disrupt the flow of business. Should a fire actually occur, the consequences of that fire are likely to be minimized by building systems intended to detect and alarm of the existence of the fire, and then to control and suppress the fire.

- Should an employee suspect the existence of fire, or actually detect a fire, notifying others and summoning help is of primary importance. Fire alarm boxes are located at each stairwell entrance and building exit door. Employees are asked to utilize these fire alarm boxes to make immediate notification to the ANL Fire Department and make others in the building aware of the event. Simply follow the posted directions. The ANL Fire Department will respond in minutes to investigate any suspected fire situation, or strike an actual fire. Employees must recognize that time is critical. If in doubt activate the building fire alarm. Do not ponder on whether or not to make the notification or to get a second or third opinion. **No employee will be disciplined for legitimately notifying and summoning the ANL Fire Department.**
- Whenever the fire alarm in Building 201 sounds, all employees are to evacuate the building without pause and meet at their organizations designated rally point at ANL Building 203 in accordance with the ANL Building 201 Emergency Plan (Attachment 1). Under no circumstances are employees to remain in Building 201. Evacuation is to occur by means of any of the three building stairwells. Arrangements should be made with the local Emergency Coordinator to gain assistance to help evacuate

those employees with special needs that limit or prohibit them from traversing the building stairwells. Under no circumstances should employees evacuate the building by means of the elevators except under the direction of the ANL Fire Department.

- Automatic smoke detectors are located in the elevator waiting areas on each floor. Activation of these smoke detectors will automatically summon the ANL Fire Department.
- Building 201 is provided throughout with an automatic fire sprinkler system. In the event of a fire, should enough heat be generated by that fire, fire sprinkler heads in the immediate area would open and release water. Depending on the location and type of fire the discharging water may completely extinguish the fire, or limit the fire to its point of origin and prevent it from spreading. Activation of the automatic fire sprinkler system will immediately summon the ANL Fire Department. Employees are never to hang any objects from fire sprinkler heads or the associated piping. Employees are not to position or place objects in locations where they are capable of obstructing the water discharged from a fire sprinkler head.
- Executive Order 13058, *Protecting Federal Employees and the Public from Exposure to Tobacco Smoke in the Federal Workplace*, prohibits smoking in all interior space owned, rented, or leased by the Executive Branch of the Federal Government, except in designated smoking areas that are enclosed and exhausted directly to the outside and away from air intake ducts, and are maintained under negative pressure (with respect to surrounding areas) sufficient to contain tobacco smoke.

ANL has established a smoking policy consistent with Executive Order 13058. The designated smoking area at Building 201 is located at the outdoor shelter located near the loading dock area on the north side of the Building. Smoking is prohibited at other outdoor areas in front of air intake ducts, and within 15 feet of any building entrance door. Employees are asked to act responsibly when smoking outdoors by using receptacles designated for the disposal of burning smoking materials. Do not dispose of used burning smoking materials in ordinary waste receptacles or combustible containers. The irresponsible disposal of burning smoking materials can lead to a trash or wild land fires.

- There are to be no open flames in Building 201 without possession of an approved burn permit. ANL has an established process for acquiring an approved burn permit should such a need arise. Approved burn permits are obtained in accordance with the ANL *Environment, Safety and Health Manual* (Attachment 1). Examples of open flames include all uses of lighters, lit candles, flammable gas/liquid lamps, and fuel cans used for food warming.
- Portable space heaters are not allowed, except for medical accommodations. If a portable space heater is used it must be NRTL labeled, be electrically powered, be plugged directly into a duplex outlet, and be provided with a control feature capable of de-energizing the unit should it tip-over. Alternatives to the use of a portable space heater are the wearing of warmer clothes and footwear, and/or relocation to a warmer worksite.
- Fire extinguishers distributed throughout Building 201 are only for use by the ANL Fire Department. AMSO, ASO, and CH employees are asked not to use these fire extinguishers. Instead, in the event of a fire, all employees are asked to evacuate from the immediate area of the fire. Then at the soonest possible moment activate the fire alarm system to summon the ANL Fire Department. Then from a safe

location, dial 911 (or 252-2911 on cell phones) to provide specific details as to the location and nature of the fire. Finally, evacuate the building.

Slips, Trips, and Falls

Slips, trips and falls are infrequent inside Building 201, but the possibility of an occurrence of this nature remains high in an office type environment. This is largely because of the significant wear and tear placed upon walking surfaces (tile and carpeted floors, and stair treads), the high traffic flow of DOE and ANL personnel, and the unavoidable existence of objects obstructing that high traffic flow. Persistent efforts at maintaining clean and dry walking surfaces, maintaining walking surfaces in good repair, and by removing those things that might be placed in or positioned near walking surfaces is ongoing, but each building occupant is needed to minimize these types of events.

- Be mindful of and adhere to all signage warning of wet flooring. Avoid passing through such areas if at all possible.
- Report wet floors caused by condensate, leaking pipes, melting snow and ice dragged into the building by dialing the Administrative Services Request Line at 2-8115.
- Be wary of where you position furniture, boxes, carts, cords, etc. so not to place them in a location where others may contact them and trip.
- To minimize tripping hazards, avoid routing cords across walking areas. If this is not possible, use of a plastic electrical cord cover is required.
- Computer cables and telephone wires should be positioned under desk and behind furniture to prevent snagging or entangling one's feet.
- Use hand rails when traversing stairs. Observe the right-of-way rule if at all possible, and be on the lookout for others as they approach you. Be cautious around intersections, and of swinging doors when approaching door openings.
- Arrange for the repair of all locations where the carpeted or tiled floor surface, or stair tread is damaged, worn away, or not secured in place by dialing the Administrative Services Request Line at 2-8115.
- Do not stand on chairs to access areas above your reach. Likewise do not stand on boxes or similar objects. Only use approved devices such as foot stools and ladders.
- Only use rolling chairs that have a five spoke/foot base. Do not lean excessively back or to the side in chairs to prevent fall back or out.

Housekeeping

Maintaining a workplace that is neatly organized, clean, and uncluttered reduces the likelihood of experiencing a work-related injury and illness. Few such incidents have been reported in Building 201, but failure to maintain a high level of housekeeping can expose employees to serious injury and illness caused by physical contact, or by exposure to blood-borne or food-borne diseases.

- All furniture over 60-inches tall needs to be secured, or be stabilized in such a way to prevent it from falling over.

- Ensure that all desktop equipment is firmly situated on the desk surface. Minimize overhanging equipment.
- Never have more than one file drawer open at a time, and do not leave open file drawers unattended. As a general rule do not leave file drawers open unless you are working in them.
- Do not dispose of sharp objects such as broken glass or ceramics, jagged metal, razor blades, etc. directly into trash receptacles. Secure such objects in cardboard boxes labeled as "SHARPS".
- Do not dispose of sharp medical items such as syringes, lancets, etc. in trash receptacles. Immediately after use, sharp medical items should be put into a rigid container and brought to the ANL Medical Department for proper disposal as medical waste.
- Contact the Administrative Services Request Line at 2-8115 for the cleanup of body fluids such as vomit, accumulated blood, etc. ANL custodial staff are trained in proper cleanup techniques and provided with appropriate PPE to protect themselves from contact with blood-borne pathogens. Bandages minimally soiled with body fluids can be thrown directly into trash receptacles.
- Only store food in closed containers to prevent attracting pest and vermin. Spilled food needs to be cleaned up and not allowed to linger. Each organization is responsible for ensuring that occasionally their refrigerator is cleared of aged and discarded food, and wiped clean.
- All refrigerators intended for food storage are not to be used for storage of any chemicals. The exception would be for personal medicines provided those medicines are stored in a manner that prevents cross contamination with food. All food storage refrigerators need to be labeled as "Food Storage Only." Users of refrigerators need to ensure that they remain clean and sanitary. Minimize the accumulation of combustible materials such as paper and cardboard. Avoid the open storage of paper by using storage or filing cabinets. Consider the use of electronic storage to minimize the floor loading and fire-related issues with a large accumulation of combustible materials. Combustibles stored in the open should be minimal. Those combustibles stored in the open need to be kept in a manner that is stable, neat, and organized.

Motor Vehicle Operation

Employees functioning as drivers and passengers of motorized on-road vehicles must adhere to the various laws, rules, regulations, and operating instructions that dictate use of this equipment. Personnel operating on-road motor-vehicles for official travel must satisfy the minimum license and medical requirements. This includes Government-owned or -leased vehicles, rented, privately-owned vehicles used for official business. Use of privately-owned vehicles for official business should be avoided if possible. Though it is recognized that some individuals do maintain their privately-owned vehicle to the highest standards, it is equally recognized that a number of individuals do not. Supervisors can assure their subordinates safety through use of Government-owned or -leased vehicles. This is the preferred means of motor vehicle transportation since these vehicles tend to have low mileage and receive regularly scheduled service and maintenance in accordance with manufacturer specifications. Operational problems encountered while operating a Government-owned vehicle should be reported on the

Trip/Mileage Report form provided to each driver when they pick up the vehicle keys from MAAS. This form is to be returned to MAAS with the vehicle keys to ensure any need repair or maintenance can be performed.

- Personnel operating on-road motor vehicles shall have in their possession a valid license for the particular type of vehicle to be used, and observe any license restrictions while operating that vehicle.
- Employees are required to advise their supervisor of any medical treatment, use of medication, or other condition that could affect their ability to safely operate an on-road motor vehicle.
- The use of seatbelts by all occupants is mandatory.
- While driving minimize distractions caused by electronic communication devices. Drivers should pull off the road to a safe location when attempting to monitor or send phone calls, pages, text messages, or e-mails. Be knowledgeable of local traffic laws requiring use of hands-free devices for the use of cell phones while operating an on-road motor vehicle.
- Personnel operating on-road motor vehicles shall drive defensively, and observe and comply with established traffic and pedestrian control devices, road signs, speed limits, and other traffic rules applicable to operation of passenger on-road motor vehicles and established by Federal and State laws.
- On-road motor vehicles should not be left unattended with the engine running, as doing so wastes fuel and poses a risk of unintended movement or theft.

Use of aircraft, other than scheduled commercial carriers, is to be accomplished in accordance with the requirements of DOE O 440.2B, *Aviation Management and Safety* (Attachment 1).

Workplace Violence

Workplace violence is described as a violent act or threatening behavior typically involving one individual acting against another, but can also include harm taken against oneself. Violent acts include, but are not limited to, beatings, stabbings, suicide, shootings, kidnappings, and forcible sex offenses. Threatening behaviors include, but are not limited to, threats of violent acts conveyed in person through words or behavior, in writing, or by electronic communication (e-mail or voicemail), an intimidating presence, damage to the personal property of others, and harassment of any nature such as being followed, sworn at or shouted at. Management is committed to preventing acts of violence or threatening behaviors in the workplace. The commission of a prescribed criminal act, a psychological trauma, or coercive behavior by anyone is not to be tolerated. All perceived threats of workplace violence are to be expeditiously reported to your immediate supervisor, or the servicing Employee Relations Specialist for the employee's organization. Supervisors are to seek the advice from their servicing Employee Relations Specialist regarding investigating the incident and initiating appropriate action. It is imperative that supervisors take all perceived threats seriously and consider each to be real until proven otherwise. **Observed acts of violence are to be reported directly to the ANL Protective Force by dialing 911 (or 252-2911 on a cell phone).**

The CH Workplace Violence Prevention Program is established through CH P 444.1, *Workplace Violence Prevention Program* (Attachment 1), and CH M 444.1, *Workplace Violence Prevention Manual* (Attachment 1).

Safety While on Official Travel

Employees traveling within the United States or United States territories on official duties must observe safety requirements of the host facility where they will be working. For overseas travel, employees should have medical evaluations appropriate for the hazards to which they will be exposed. Employees and their supervisors should consult with ES&H SMEs on a case-by-case basis regarding guidance for protection of worker health and safety while overseas. Employees traveling outside the United States should also consult with Safeguards and Security Services and the Office of Counterintelligence regarding personal safety and security considerations applicable to any United States citizen on foreign travel, and special considerations for Federal employees or cleared employees.

Ergonomics

The now common use of desktop computers has brought about an increase in the occurrence of injuries in the office type environment. These injuries are attributable to how we individually position this equipment, and then how we align our bodies to utilize it. This type of injury is known as musculoskeletal disorder. Musculoskeletal disorders are injuries to the muscles, joints, tendons, or nerves. The experience among Building 201 Federal workers with respect to musculoskeletal disorders is that these injuries typically involve the hands, wrists, elbows, shoulders, neck and lower back. Early symptoms of a musculoskeletal disorder can include pain and swelling, numbness and tingling, minimized strength, and reduced range of motion. It is when these early symptoms are first experienced that action should be taken. By allowing this pain to continue a more serious occupational illness such as carpal tunnel syndrome and tendonitis could result. These types of occupational illnesses can then result in a significant loss of strength in the affected areas, chronic pain, or permanent disability.

The key to reducing the likelihood of a musculoskeletal disorder is simple. Position the parts of the body so that no part is bent or twisted so as to create stress or strain. This is often referred to as maintaining the body in the “neutral” position. The neutral position is demonstrated by Figure A.

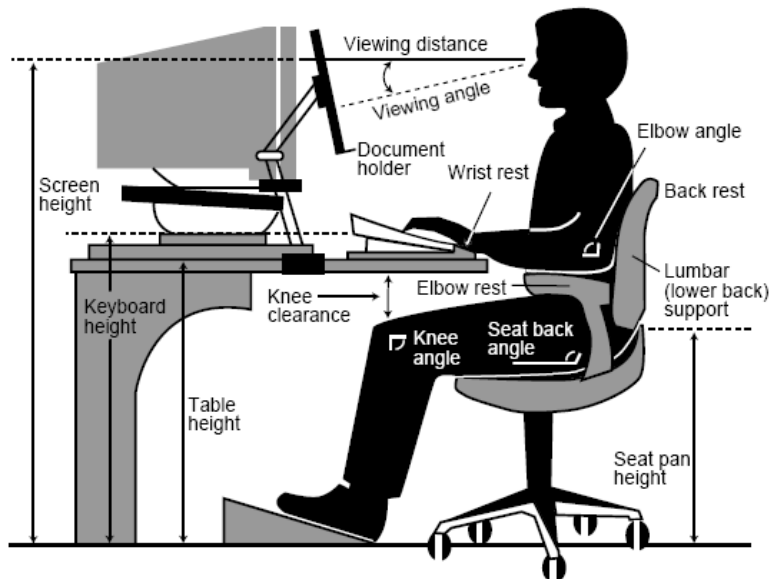


Figure A.

The individual shown in Figure A is facing directly toward the computer in the “neutral” position; the head, shoulders, upper arms, and spine are vertically aligned, and the hands, wrist, and forearms are horizontally aligned. The demonstrated position of the body shown in Figure A should be used as a guide for establishing one’s “neutral” position. However, the key here is to do what feels most comfortable. If any pain or discomfort is detected, stop what you are doing immediately. Instead examine the body’s current alignment and make any needed adjustments in positioning to bring about the needed relief. Assistance can be obtained from Safety and Technical Services for ergonomic analysis of individual work stations.

Lifting and Materials Handling

A number of the reported injuries experienced by Federal employees in Building 201 involved the lifting and handling of heavy objects. Trying to manipulate or move such objects even short distances can result in severe injury. Each of us has limited physical capabilities. When these are exceeded, the resulting stress and strain on the body from even a one time overexertion can be quite incapacitating. Repeated overexertions could lead to chronic debilitating pain.

- Do not over do it! Only lift what you feel you are physically capable of lifting. There is nothing here needing to be lifted or handled that cannot wait until others are available to assist you in doing it safely.
- When lifting, bend at the knees and use your leg muscles. Do not bend at the waist. Get as close to object as possible. Grasp the object firmly with both hands and make sure it is balanced. As you rise to the standing position pull the object toward your body. Reverse these steps to set the object down.
- Avoid having to carry heavy or awkwardly shaped objects over long horizontal distances. Place such objects on a flat bed cart, or use a two wheel hand truck. Move the cart or hand truck as close to object as possible to minimize the distance you will be moving the object by hand. If you have to carry an object for any horizontal distance, hold it close to your body, and make sure you can see ahead and that your path of travel is clear.

- If lifting or handling objects may cause blisters or abrasions, wear protective gloves.
- Be sure not to position hands and fingers against, between, or under heavy objects where they might get pinched or crushed.
- Use extreme caution when using razors or knives to open boxes and containers, or for cutting away strapping or coverings. Use of a box cutter with a retractable blade is preferred since it can be adjusted to limit the amount of exposed blade. Avoid pulling a knife or razor directly toward any part of your body.
- Keep physically fit - maintain strong abdominal, arm and leg muscles.

Chemicals

Because of the office type environment within Building 201, the use of chemicals is very limited. Potential chemical exposures are primarily limited to incidental contact with toner products for printers, lubricants for shredders, and a general purpose non-aerosol cleaning agent. Safety and Technical Services has collected a Material Safety Data Sheet (MSDS) for all chemical containing products found in use in Building 201 in Federal work areas.

The MSDS provides employees with comprehensive technical information and serves as a reference document for the exposed worker as to the hazards associated with exposure to the associated chemical product. Any employee interested in obtaining an MSDS for any of the products used in Building 201, which is supplied by the Federal Government, can request it through Safety and Technical Services.

- All containers need to be labeled as to their content.
- The only chemical containing products allowed in Building 201 are those purchased by the Federal Government. Do not bring chemical products from home into work.

Winter Weather

It is not uncommon to experience several slips and falls during the winter months due to the inevitable presence of snow and ice. To counter the possibility of a slip and fall injury ANL has a snow and ice control plan that dictates the extent of plowing and/or salting depending on the weather conditions experienced. They will do their best to address the hazards created by the accumulation of snow and the buildup of ice. However, overcoming the elements is not an easy task - there are times when they could miss plowing and salting areas of parking lots, lengths of sidewalks, and entrances to buildings, or snow might drift back after it was initially cleared away. Should you encounter such a hazardous condition, please report that location immediately to the Building Manager, at 2-3321. This will permit the dispatching of a work team to take necessary actions to eliminate the reported hazardous condition, or to prevent others from being exposed to the same situation until such time that it can be adequately addressed.

To avoid slips and falls when crossing snow and ice covered areas:

- Wear flat-soled shoes or boots that provide traction on snow and ice: rubber and neoprene composite. Avoid plastic and leather soles.
- Be extremely careful getting out of your vehicle. Swing your legs around and place both feet on the pavement before you attempt to stand. Steady yourself on the door

frame until you have gained your balance. Avoid reaching beyond your center of balance to take hold of the door, because this may cause a fall.

- Give yourself plenty of time. Bend your knees a little and take slower and shorter steps with your feet pointed slightly outward to reduce your chances of falling. This will help keep your center of balance and provide a stable base of support. Avoid carrying heavy packages because this can affect your balance. Dress warmly. Being cold may cause you to hurry or tense your muscles, both of which can affect your balance.
- Pay attention to the walking surface. It may become wetter or slicker ahead of you. Look down, however, only with your eyes. If you bow your head, it could propel you forward. When walking after sunset or in shadowed areas, be alert for black ice -- particularly in the days following a storm. Once parking lots, sidewalks and steps have been cleared, a thin layer of water remains and refreezes when the temperature drops.
- Do not take shortcuts. Always use sidewalks and the cleared paths in parking lots. Avoid walking between parked cars where snow removal and salting may not have been done. Be especially careful when stepping to different levels -- down or up steps or from curbs. Avoid stepping on curbs because their surfaces tend to be extremely slick. And remember, grassy slopes can be as dangerous as snowy steps. If the sidewalks are impassable and you must walk in the street, walk against traffic so that you can see oncoming traffic. Stay as close to the curb/shoulder as you can.
- Watch for oncoming traffic. Regardless if you have the right of way, before stepping onto a street or parking lot, give yourself plenty of space to avoid being struck by approaching vehicles. Because of slick pavement, you may not be able to move fast enough without falling and motorists may not be able to stop or slow down.

Laser Pointers

Only laser pointers labeled as "Class 2" are approved for presentation purposes at ANL. Laser pointers not possessing a manufacturer's warning label are not to be used. Those visiting other DOE facilities should verify if similar prohibitions exist before using a personally-owned laser pointer.

Pedestrian Traffic

In the pursuit of lunchtime exercise, or appreciation for the outdoors, or simply moving from one place of business to another many prefer to walk, roller-blade or ride bicycles. Both on your own time or working, as a pedestrian it is essential that you maintain an awareness of your surroundings and the existence of other pedestrians and motor vehicles.

- Always be wary of approaching vehicles because they may not see you.
- Always use sidewalks if they are available. If walking on unpaved surfaces be on the watch for ruts, holes, roots, large rocks, downed branches, etc.
- Watch for irregularities in paved surfaces that may cause you to trip or fall.
- When walking on roads move with the flow of traffic; give approaching motor vehicle traffic ample leeway.

- Avoid crossing roads at locations other than at established crosswalks. Look both ways before crossing.
- If roller-blading or riding a bicycle, you must wear an approved helmet.
- If riding a bicycle on a public road:
 - Observe right-of-way rules and traffic sign postings;
 - Ride single file;
 - Ensure the bicycle is equipped for safety and working properly; ride as close to the right edge of the road as practical; and
 - Keep both hands on the handlebars.

ROLES AND RESPONSIBILITIES

Field Element Managers

- Hold overall responsibility for assuring the health and safety of subordinate Federal employees.
- Implement an effective and comprehensive FEOSH program that meets the requirements of 29 CFR Part 1960 and DOE O 440.1A.
- Participate in all required ES&H Training.

Supervisors

- Require the provision, proper use, and maintenance of approved PPE.
- Ensure no subordinate employee is subject to reprisal for exercising rights established under the FEOSH requirements of 29 CFR Part 1960.
- Utilize the ISM Core Functions to pursue ES&H improvement in all work activities.
- Ensure completion of work site inspections and analysis for the work sites of each of their subordinates, whenever an employee moves into a new work location, and at least annually thereafter.
- Post notices of unsafe and unhealthful working conditions found during inspections.
- Ensure prompt correction or abatement of hazardous conditions, inform exposed employees of an abatement plan, and immediately correct conditions posing an imminent danger.
- Conduct ES&H management and functional evaluations with sufficient scope and frequency to ensure FEOSH program effectiveness.
- Promptly inform the designated medical professional in case of accidental exposure to harmful agents, and send employee(s) involved to established medical professionals for examinations.
- Accommodate any employee reporting any medical treatment, use of medication, or other condition that could affect fitness for duty, and observe all work restrictions imposed by any medical provider.
- Administer appropriate disciplinary action when health and safety rules are violated.
- Support resolution of employee FEOSH concerns through CH O 442.1.

- Ensure compliance with all applicable safety and health requirements/rules in respective work area(s).
- Participate in, and ensure timely completion of ES&H training by subordinate employees.
- Attempt resolution of ES&H concerns, and notify the CH Employee Concerns Program Manager of reported concerns.
- Provide official time for employee participation in FEOSH activities.
- Advise management on safety and health issues. Discuss safety and health issues with employees to determine problems/solutions.
- Systematically identify hazards and ensure that personnel are protected until hazards are abated.
- Investigate accidents, injuries, and illnesses for causes and implement accident prevention measures.
- Ensure occupational injuries and illnesses experienced by subordinates are reported and entered into CAIRS within seven calendar days of initial notification after an employee has experienced an occupational injury or illness.
- Obtain from Human Resource Services Workers' Compensation forms (i.e., CA-1, CA-2, or CA-6) for work related injuries/illnesses, and ensure completed forms are submitted to the CH Workers' Compensation Coordinator.

Contracting Officers and Contracting Officer Representatives

- Ensure support service contractor compliance with 10 CFR 851 requirements.

All Employees

- Exercise "Stop Work" authority when unsafe/unhealthy work practices are observed.
- Adhere to all applicable safety and health rules/requirements
- Report any job-related injury or illness, or accident to the appropriate supervisor and seek medical treatment promptly.
- Use PPE in accordance with manufacturer instructions and training.
- Read and understand Worker Protection Posters and safety and health program information disseminated.
- Exercise his/her rights pertaining to workplace safety and health in a responsible manner.
- Immediately report any medical treatment, use of medication, or other condition that could affect fitness for duty (including fitness to operate a motor vehicle on official business) to his/her supervisor prior to returning to work.
- Immediately report suspected workplace safety and health hazards, concerns, and violations to his/her supervisor. This includes workplace violence concerns.
- Assist supervisor with completion of applicable Workers' Compensation forms (e.g., CA-1, CA-2) for work-related injuries/illnesses.
- Participate in all required ES&H Training.

Support Service Contractors

- Adhere to ES&H contractual requirements established for their respective work locations in accordance with 10 CFR 851.

REFERENCED LINKS

- 29 CFR Part 1904, *Recording and Reporting Occupational Injuries and Illness*
[http://www.osha.gov/pls/oshaweb/owastand.display_standard_group?p_toc_level=1
&p_part_number=1904](http://www.osha.gov/pls/oshaweb/owastand.display_standard_group?p_toc_level=1&p_part_number=1904)
- 29 CFR Part 1910, *Occupational Safety and Health Standards*
[http://www.osha.gov/pls/oshaweb/owastand.display_standard_group?p_toc_level=1
&p_part_number=1910](http://www.osha.gov/pls/oshaweb/owastand.display_standard_group?p_toc_level=1&p_part_number=1910)
- 29 CFR Part 1926, *Safety and Health Regulations for Construction*
[http://www.osha.gov/pls/oshaweb/owastand.display_standard_group?p_toc_level=1
&p_part_number=1926](http://www.osha.gov/pls/oshaweb/owastand.display_standard_group?p_toc_level=1&p_part_number=1926)
- 29 CFR Part 1960, *Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters*
[http://www.osha.gov/pls/oshaweb/owastand.display_standard_group?p_toc_level=1
&p_part_number=1960](http://www.osha.gov/pls/oshaweb/owastand.display_standard_group?p_toc_level=1&p_part_number=1960)
- CH O 442.1, Employee Concerns Management System
[https://chip.ch.doe.gov/practicity/DownloadFile.exe?ID=39551&FileName=/CH%20O
%20442.1,%20Employee%20Concerns%20Management%20System.doc](https://chip.ch.doe.gov/practicity/DownloadFile.exe?ID=39551&FileName=/CH%20O%20442.1,%20Employee%20Concerns%20Management%20System.doc)
- CH P 444.1, Workplace Violence Prevention Program
[https://chip.ch.doe.gov/practicity/userimages/hr/employeehandbook/htmlfiles/Workpla
ceViolencePreventionProgram.pdf](https://chip.ch.doe.gov/practicity/userimages/hr/employeehandbook/htmlfiles/WorkplaceViolencePreventionProgram.pdf)
- CH M 444.1, Workplace Violence Prevention Manual
[https://chip.ch.doe.gov/practicity/userimages/hr/employeehandbook/htmlfiles/Workpla
ceViolencePreventionManual.pdf](https://chip.ch.doe.gov/practicity/userimages/hr/employeehandbook/htmlfiles/WorkplaceViolencePreventionManual.pdf)
- DOE O 231.1A, *Environment, Safety, and Health Reporting*
<http://www.directives.doe.gov/pdfs/doe/doetext/neword/231/o2311ac1.pdf>
- DOE O 440.1A, *Worker Protection Management for DOE Federal and Contractor Employees*
<http://www.directives.doe.gov/pdfs/doe/doetext/neword/440/o4401a.pdf>
- DOE O 440.2B, *Aviation Management and Safety*
<http://www.directives.doe.gov/pdfs/doe/doetext/neword/440/o4402b.pdf>

DOE P 450.4, *Safety Management System Policy*

<http://www.directives.doe.gov/pdfs/doe/doetext/neword/450/p4504.pdf>

ANL *Building 201 Emergency Plan*

https://chip.ch.doe.gov/practicity/practicitysm.exe/Info?ObjectID=56465&Practicity_Ul=prac4

ANL *Environment, Safety and Health Manual*

<http://www.aim.anl.gov/manuals/eshman/>

ANL ES&H Training Group

<http://www.eshtesting.anl.gov>

REFERENCED FORMS

Form ANL-9, *Request for Safety Equipment Issue/Repair*

http://www.tis.anl.gov/db/forms/template/DDD/ANL-9_20020801_PDF4.pdf

Form ANL-521-OW, *Argonne Job Hazard Questionnaire*

<http://www.eshtesting.anl.gov/resources/jhq/index.htm>

Form CA-1, *Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation*

<http://www.dol.gov/esa/regs/compliance/owcp/ca-1.pdf>

Form CA-2, *Notice of Occupational Disease and Claim for Compensation*

<http://www.dol.gov/esa/regs/compliance/owcp/ca-2.pdf>

Form CA-6, *Official Supervisor's Report of Employee's Death*

<http://www.dol.gov/esa/regs/compliance/owcp/ca-6.pdf>

OSHA Form 300, *Log of Work-Related Injuries and Illnesses*

<http://www.osha.gov/recordkeeping/new-osha300form1-1-04.xls>

CHARTER
SAFETY AND HEALTH COMMITTEE
Office of Science-Chicago Office

Purpose and Scope: The well-being of our employees is paramount in all that we do. The Office of Science (SC) demands from its Federal employees and support service contractors only the best in terms of safety and health (S&H) performance. The SC Management's S&H expectation is for zero accidents and work-related injuries and illnesses.

The SC-Chicago Office (SC-CH) Safety and Health Committee is a standing committee established to provide a forum by which to promote SC management's expectation for a safe and healthy work environment for all SC Federal employees co-located at the Argonne, Illinois site. The SC-CH Safety and Health Committee membership will include both management and non-management employees. The SC-CH Safety and Health Committee members represent the interest of all Federal employees of the SC-Ames Site Office, SC-Argonne Site Office, and SC-CH. Since the SC-New Brunswick Laboratory maintains its own Safety and Health Committee, it is included as an ex-officio member for the purpose of common interest and sharing information.

The SC-CH Safety and Health Committee is established to promote Management's desire to:

- Foster and maintain a work environment that encourages free and open expression of S&H concerns; where employees have no fear of reprisal or discrimination for reporting such concerns.
- Encourage proactive reporting and analysis of unsafe conditions and practices, accidents, injuries and illnesses to ensure effective feedback and improvement for the purpose of preventing recurrence.
- Promote the timely resolution of recognized hazards, including workplace violence prevention, and the implementation of effective and efficient methods of control.
- Adhere to applicable safety and health requirements established by the Departmental Directives.
- Coordinate and partner as necessary with Argonne National Laboratory (ANL) to maximize resources, and to ensure compliance with applicable site-wide S&H requirements.
- Encourage physical and mental fitness of employees through support of related activities and services provided by SC-CH and participate with ANL in the promotion of employee wellness activities.

Roles and Responsibilities: The SC-CH Safety and Health Committee will maintain an open channel of communication between employees and management concerning S&H matters. The SC-CH Safety and Health Committee will provide an avenue by which employees can utilize their knowledge of workplace operations to assist management with improving S&H through evaluation of working conditions and practices.

The SC-CH Safety and Health Committee members will perform their duties in accordance with 29 CFR 1960, *Basic Program Elements for Federal Employee Occupational Safety and Health (FEOSH) Programs and Related Matters*. Responsibilities of the Committee include:

- Monitor and assist the safety and health program by making recommendations to management.
- Participate in safety and health inspections and monitor findings and reports of workplace inspections to confirm that appropriate corrective measures are implemented.
- Review internal and external evaluation reports and make recommendations concerning the Building 201 Federal Employee Worker Safety and Health Program.
- Review and recommend changes, as appropriate, to procedures for handling safety and health suggestions and recommendations from employees.
- Comment on proposed Occupational Safety and Health Act standards.
- Monitor and recommend changes, as required, in the level of resources allocated and spent on the Building 201 Federal Employee Worker Safety and Health Program.
- Review management responses to reports of hazardous conditions, safety and health program deficiencies, and allegations of reprisal.
- Report dissatisfaction to the Department of Labor if half the Committee determines there are deficiencies in the Building 201 Federal Employee Worker Safety and Health Program or if not satisfied with reports of reprisal investigations.
- Request the Department of Labor conduct an evaluation or inspection if half the members of record are not satisfied with management's response to a report of hazardous working conditions.

Meetings: The SC-CH Safety and Health Committee will hold at least one open prescheduled meeting every quarter, and conduct those meetings according to a prepared agenda. Advanced notice of the meeting agenda shall be furnished to all employees. Meeting minutes will be maintained and electronically posted for review by all employees.

Committee Membership: The Committee membership consists of an equal representation of management and non-management employees formally approved for either a one-year or two-year term to ensure operations/continuity of the Committee. Committee members represent the interest of all Federal employees of the SC-Ames and SC-Argonne Site Offices, and the SC-Chicago Office. There are no collective bargaining arrangements. The Chairperson is elected by the full Committee for no more than a two-year term.

Chair: Richard Baker, STI


Members:	Mark Bollinger, MAAS	Linda O'Neill, ACQ
	Pam Hungerford, OM	Jessica Razunas, CR
	Megan Mikhail, OCC	Craig Schumann, ASO
	Thomas McDermott, STS	Kris Winiarski, HRS
	Karl Moro, STS	Jon Neuhoﬀ, NBL, Ex-Oficio

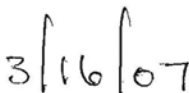
Voting Procedures: The Committee will make decisions by consensus. If a consensus cannot be reached then the decision will be made by a simple majority of the quorum of the Safety and


Health Committee members present at the meeting. A quorum is defined as two-thirds of the appointed Safety and Health Committee.

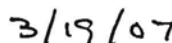
Resources:

- One staff member within each management unit to act as a point of contact for ad hoc support activities.
- Safety and Technical Services to provide functional area expertise.
- Human Resources Services to support mandatory member safety and health training and manage the wellness program.
- Financial support for promotional activities and the provision of safety-related equipment.

Approved: 
Robert C. Wunderlich, Manager
SC-Chicago Office


Date

Approved: 
Ronald J. Lutha, Manager
SC-Argonne Site Office


Date

Approved: 
Margaret A. Triassi, Acting Manager
SC-Ames Site Office


Date

NOTICE OF UNSAFE AND UNHEALTHFUL WORKING CONDITIONS

Issuance Date:

Issued to: (Cognizant Facility Manager)

Work Place(s) Inspected;

Date(s) of Inspection:

This Notice lists Violations/Hazards observed during an inspection of the work place(s) listed above. You are requested to take all necessary actions to abate the Violations/Hazards noted, no later than the abatement date(s) listed in this Notice. You are requested to inform the Federal Employee Occupational Safety and Health Program Coordinator and Building 201 Federal Employee Safety and Health Committee, in writing, within 30 working days following receipt of this Notice, of abatement actions taken for each item listed. If abatement of any of the issues listed will require more than 30 working days, you are required to prepare an Abatement Plan to explain the circumstances of the delay in abatement, proposed timetable for abatement, and a summary of steps being taken in the interim to protect employees from being injured as a result of the Unsafe or Unhealthful Working Conditions.

This Notice, unedited, shall be posted, at or near each place referred to herein where an Unsafe or Unhealthful Working Condition exists or existed. This Notice shall remain posted until the conditions are abated, or for at least three working days, whichever is later.

Standards Violated	Description of Unsafe/Unhealthful (Serious) Conditions	Abatement Date

The CH Federal Employee Occupational Safety and Health Program Coordinator is:

REQUIRED TRAINING

Position	Required Training	Who to Contact for Assistance
New Employees Working in Building 201	<ul style="list-style-type: none"> • New Employee Orientation • General Employee Radiation Training • FEOSH Overview 	Human Resources Services
Visitors to Building 201	<ul style="list-style-type: none"> • To be determined by ANL. 	ES&H Subject Matter Expert
All Employees	<ul style="list-style-type: none"> • Annual Building Orientation/General Employee Training • As required based on potential hazard exposure. 	Supervisor
Building 201 Federal Employee Safety and Health Committee Members	<ul style="list-style-type: none"> • Integrated Safety Management Overview • FEOSH Overview • Ergonomics • Office Safety 	Building 201 Federal Employee Safety and Health Committee Chairperson
ES&H Professionals	<ul style="list-style-type: none"> • To be determined through an Individual Development Plan to meet present and future program needs. 	Supervisor
Supervisors	<ul style="list-style-type: none"> • Integrated Safety Management Overview • FEOSH Overview • Ergonomics • Office Safety 	ES&H subject matter experts